

Angela L. Garrett
(765) 452-5514

144 S. Elizabeth
Kokomo, In. 46901

EDUCATION: **IUPUI, Indianapolis, In.**
Graduate Program in School of Library and Information Science
Anticipated Graduation-May 2011

Indiana University, Kokomo, In.
Graduate Program in School of Education-Teacher Certification
Elementary Education, 2001

Indiana State University, Terre Haute, In.
Bachelor of Science Business Administration, 1992

WORK EXPERIENCE:

2008-current **Library Clerk:** Kokomo Howard County Public Library,
Kokomo, In.
Compile records, sort and shelve books, and issue and receive
library materials. Locate library materials for loan and replace
material in shelving area, stacks, or files according to identification number and
title. Assist patrons.

2006-2007 **Interim Director:** Carver Community Center, Kokomo, In.
Oversee daily operations of the Center. Compiled reports to Board of Directors.
Establish collaborations with other Community Agencies. Supervise staff. Provide
program support.

2002-present **After school Program Supervisor:** Carver Community Center,
Kokomo, In.
Facilitate Alcohol, Tobacco, and Other Drugs Prevention Program
for at risk youth ages 10 to 14.

2002-2001 **Children's Program Coordinator:** YWCA-Family Intervention
Center, Kokomo, In.
Organized the After School Program. Developed Educational Program. Tutor
children. Establish collaborations with community resources. Presented effects of
domestic violence on children. Provided staff support to clients and shelter.
Provided support to Stay and Play Director. Compiled schedules and payroll for
YWCA Stay and Play Day Care Center. Processed request for supplies.

2001-1998 **Twenty-First Century Scholars Program Assist. Coordinator:**
Indiana University, Kokomo, In.
Supervised Americorps Members. Organized trainings for members. Complied
quarterly reports. Event planning for scholars and their families. Facilitate
workshops on Financial Aid.

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TEACHING EXPERIENCE:

- 2005-Fall 2007 **Teacher:** Elwood Haynes School, Kokomo, In. Prepared and implemented lessons based on Indiana Standards for 5th and 1st grades in Math, Science, and Social Studies.
- Fall 2001 **Student Teaching:** Boulevard Elementary School, Kokomo, In.
Prepared and implemented lessons based on Indiana Standards for 4th graders.
 Darrough Chapel Elementary School, Kokomo, In.
Instructed small reading groups for 2nd graders, small math groups for 3rd graders. Provided one on one additional instruction for 1st, 2nd, and 3rd graders.
- 1998-1995 **Paraprofessional:** McKinley Alternative School, Kokomo, In.
Provided assistance to classroom teacher. Instructed the developmental reading group.

VOLUNTEER EXPERIENCE:

Mt. Pisgah Missionary Baptist Church Youth Ministry Advisor/
Instructor, Church School Preschool Teacher
Carver Community Center Kokomo, In.-Tutoring Program

COMPUTER SKILLS: Windows, Microsoft Word, Power Point, Excel

REFERENCES: Available upon request